



Committee: CHIEF EXECUTIVE RECRUITMENT COMMITTEE

Date: THURSDAY, 2 DECEMBER 2021

Venue: MORECAMBE TOWN HALL

Time: 5.30 P.M.

A G E N D A

1. **Apologies for absence**

2. **Minutes**

To receive as a correct record the minutes held on 18th October 2021 (previously circulated).

3. **Declarations of Interest**

To receive declarations by Councillors of interests in respect of items on this Agenda.

Councillors are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Councillors should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, Councillors are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

4. **Items of Urgent Business authorised by the Chair**

5. **Exclusion of the Press and Public**

The Committee is recommended to pass the following recommendation in relation to the following item(s):-

"That, in accordance with Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item(s) of business, on the grounds that they could involve the possible disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of that Act."

Members are reminded that, whilst the following item(s) have been marked as exempt, it is for the Committee itself to decide whether or not to consider each of them in private or in public. In making the decision, Members should consider the relevant paragraph of

Schedule 12A of the Local Government Act 1972, and also whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In considering their discretion Members should also be mindful of the advice of Council Officers.

6. **Ratification of Appointment** (Pages 4 - 24)

Report of Head of HR.

7. **Candidate Pack and recruitment process** (Pages 25 - 55)

Presentation and officer recommendations for decision.

Report of Head of HR.

Note: The report to be considered in public, the presentation to be considered in the exempt part of the meeting in accordance with Paragraph 3 of Schedule 12A of the Local Government Act 1972.

8. **Contingency Arrangements** (Pages 56 - 59)

Report of Head of HR.

Note: This item to be considered in public.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Tim Hamilton-Cox (Chair), Erica Lewis (Vice-Chair), Richard Austen-Baker, Adrian De La Mare, Merv Evans, Kevin Frea, Cary Matthews, Oliver Robinson and Joanna Young

(ii) Substitute Membership

Councillors Roger Cleet, Janice Hanson, Tricia Heath, Caroline Jackson, Stuart Morris, Paul Stubbins and Jason Wood

(iii) Queries regarding this Agenda

Please contact Stephen Metcalfe, Democratic Services - 01524 582073, or email smetcalfe@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Democratic Support email democracy@lancaster.gov.uk.

KIERAN KEANE,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on Wednesday 24 November 2021.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

CHIEF EXECUTIVE RECRUITMENT COMMITTEE**7 Candidate Pack and Recruitment Process****02 December 2021****Report of the Head of HR****PURPOSE OF REPORT**

To propose and agree the Candidate Pack (including remuneration) and Recruitment process for the Chief Executive

This report is to be considered in public

RECOMMENDATIONS**(1) That the Chief Executive Recruitment Committee:**

- Consider the presentation;
- Agree the salary at which the role will be advertised;
- Review and agree a job description;
- Review and agree a candidate pack;
- Review and agree the process and timeline for recruitment; and
- To delegate the implementation of any changes to the proposals agreed by Committee to the Chair of the Committee in consultation with the Head of HR

1.0 Introduction

1.1 The selection of a Chief Executive is an important strategic undertaking.

1.2 You will have already received a range of materials to help inform your decision-making and will be guided through each of the sets of proposed materials in turn, including a rationale.

1.3 Where there are options, or should the Committee wish to make changes, these will be voted on in the normal way. The presentation, options and any changes agreed by the Committee will then form part of the Minutes of this Committee.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

LEGAL IMPLICATIONS

HR and legal advice will be available throughout the recruitment process to ensure that legal requirements relating to employment are complied with.

FINANCIAL IMPLICATIONS

The costs of this work will be allocated to the Chief Executive's budget and disclosed using the usual financial reporting processes. No funds were allocated to this process in the Budget, so it will be treated as an overspend, and reconciled in the usual way. While the final costs will depend on choices made by the Committee in consideration of Item 7 of the Agenda, it is expected that the direct recruitment costs will be in the region of £30,000.

OTHER RESOURCE IMPLICATIONS**Human Resources:**

The recruitment process will be handled in line with Council Policy and Procedures, and all legislative requirements. The HR Matters are also set out in the body of the report.

Information Services; Property; Open Spaces: None.

SECTION 151 OFFICER'S COMMENTS

The s151 Officer has been consulted and has no comments to make at this time

MONITORING OFFICER'S COMMENTS

. If there is disagreement on either the nature of the role, (full time, part time, shared) or disagreement on salary, the decision may be described as politically sensitive.

BACKGROUND PAPERS

Chief Executive sample job descriptions pack
Briefing note on Chief Executive Remuneration.

Contact Officer:

Telephone: +44 7557 892233 (Sarah Davies)

E-mail: agougazian@lancaster.gov.uk

Chief Executive Recruitment Briefing Note:

25/11/21

In advance of the next meeting, and as we prepare the papers, we thought that the following information may be useful to support your committee members in having a well informed and rich input to the decisions being made.

Below please find some information on Chief Executive Salaries and attached are some examples of typical Chief Executive Job Descriptions from other local authorities.

These may help you suggest improvements or amendments to the proposals you will receive at the meeting, and Committee members are also very welcome to share insights, ideas and preferences on matters such as format with us between now and Weds 25th November in terms of desired attributes of the role descriptions and the recruitment approach. Any changes you suggest which are agreed by the Committee can be delegated to the Lead officer in conjunction with the Chair to implement, in order to ensure we can progress in a timely way.

Chief Executive Salaries

In setting your preferred salary range for the Chief Executive, the following information may be useful.

We can also evaluate the job description once it is drafted using the Job Evaluation criteria.

Typical salaries of Chief Executives in local government tend to be affected by the factors below. However, there is no direct correlation and considerable variation in how pay is set, with many outliers across the sector:

- **Nature of Authority:** Unitary authority Chief executives are responsible for the full range of local government services, including all District duties plus Adult Social Care, Children's Services, Highways, Public Health etc. County Authorities have a narrower range of responsibilities but tend to cover a larger population and geography.
- **Location:** Roles in the South East and other urban centres tend to pay the most. The North East pays least. The North West tends to pay salaries around the average mark, however there is considerable variation.
- **Size of Authority:** The smallest District Authorities have populations of 50 - 55,000 (Melton, Eden). The largest (East Suffolk) 250,000+. Lancaster is in the upper quartile of District Authorities by size ((84th percentile).
- **Additional Duties:** Some Chief Executive roles also include additional responsibilities for key services, initiatives or projects, including on behalf of other bodies. This may include operating LEPs, HRAs, trading companies, Transport Authorities, LRFs, roles with Health authorities etc. While these often attract separate payments these payments are sometimes consolidated into the salary. Lancaster has a HRA and 2 companies.
- **The Leadership Team:** Some authorities have very large leadership teams with Directors, Assistant Directors etc who hold significant authority. Others have smaller leadership teams. The average number of Chief Officers in a District Authority is 7. Lancaster has 5. (Chief Executive, 3 Directors, 1 Deputy Director) Authorities with smaller leadership teams tend to pay higher salaries per Chief Officer.

While there is considerable variation, core pay for a Local Authority Chief Executive in 2019/20 was £120,000 for Districts, (80% of salaries within £90,000 to £140,000). It was £165,000 for Unitary Authorities (80% between £120,000 and £230,000) and £190,000 for Counties (80% between £150,000 and £330,000).

In summary, Lancaster is a large District Authority in the North West region which also operates a HRA and has recently launched 2 LATCOs. It has a small leadership team

The data above has been drawn from the ONS Local Authority population and LGA survey data.

You may also find information from a 2018 LGA survey useful as it also covers factors such as gender, ethnicity and median salaries.

[Microsoft Word - Chief executive and chief officer pay survey - report 190531.docx \(emcouncils.gov.uk\)](#)



JOB DESCRIPTION



Job Designation	CHIEF EXECUTIVE
Service	N/A
Salary	
Post Number	CHE0001
Reports to	THE COUNCIL VIA THE EXECUTIVE
Responsible for	AUTHORITY OVER ALL COUNCIL STAFF

Main Purpose of Job:

1. Corporate responsibility for leading all strategy and policy development, service co-ordination, resource management, performance review, communications, budget investment and financial strategies and ensuring the overall effectiveness of all the Council's Services.
2. Continuing the momentum of the implementation of the modernisation of local government agenda in parallel with the development of a culture of continued improvement through Best Value to achieve the Council's aims and objectives.
3. Head the Council's paid service, with authority over all Council staff.

Main Duties:

Strategic Management

1. Establish, develop, implement and lead on strategies for the Council to provide a comprehensive, integrated and planned approach to resource generation and use that supports and enables the Council's vision and strategies to be realised.
2. Enable and ensure the effective corporate management of the Council and achievement of the Council's vision and strategies through active leadership of the senior management team and the development and implementation of corporate projects and initiatives.
3. Represent the Council at European, national and regional levels, with government bodies, local authorities, agencies, the local community, the private sector, academic institutions and any other appropriate organisations/bodies.
4. Advise and support all elected representatives of the Council, individually and collectively, in pursuing the Council's objectives and participating in meetings of the Council.
5. Manage the Chief Executive's direct service responsibility to achieve effective delivery of aims and objectives in accordance with departmental and corporate plans.

Service Delivery

1. Ensure that the Council's services are driven by quality, judged by their results and determined by the needs of the communities and people of Lancaster.
2. Take lead responsibility in ensuring effective multi-functional working across all of the Council's services in order to meet customers' needs and achieve the Council's overall objectives.
3. Ensure the flow of timely and appropriate professional advice to members and between Service Departments on all issues of Council business to secure successful outcomes.

4. Ensure and establish effective working relationships with people in the community, in government and other appropriate bodies in order to ensure that the Council's interests are well informed, widely understood and furthered as appropriate.

Emergency

1. Ensure the performance of such emergency planning functions, as may be assigned by the Council, together with any other reasonable duties that may be required to maintain services.

Other Requirements:

Key Personal Performance Targets and Standards

The key personal performance targets and standards will be agreed with the post holder. This process will be facilitated by a mutually agreed independent external adviser. These targets and standards will be reviewed on an annual basis with leading Members as part of the performance appraisal process. The initial targets and standards for this post holder will be an early priority following appointment.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the postholder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

Health & Safety at Work

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equal Opportunities

Lancaster City Council is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

THE BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**JOB DESCRIPTION**

JOB TITLE	Chief Executive
DEPARTMENT	Chief Executive's Department
POST NUMBER	CE001

MAIN PURPOSE OF JOB

To head the Council's paid service, and act as the principal policy adviser to the Council.

KEY AREAS

1. As principal adviser to the Elected Members, promote effective communications between Members and Officers to facilitate the process of policy formulation and implementation. Ensure effective and collaborate working relationships between officers and both Executive and non-Executive members.
 2. Ensure that strategic priorities are implemented in an appropriate and accountable manner by providing a clear sense of direction and overseeing performance management arrangements to ensure delivery of the Corporate Business Plan.
 3. Lead the Council's Management Team and staff and allocate and manage resources to ensure the provision of both high quality services and appropriate levels of support to Elected Members.
 4. Develop effective relationships with the community, external agencies, other authorities and customers at local, county, regional and national level as necessary. Oversee development of successful and productive partnerships which contribute to the wider economic and environmental wellbeing of West Norfolk, identifying shared goals and efficient working arrangements.
 5. Act as an ambassador for the Council through the Authority's civic role in addition to liaison with local major employers, potential inward investors, voluntary and community groups.
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OTHER DUTIES AND RESPONSIBILITIES

- 1 Undertake direct line management of Executive Directors and one or more Assistant Director(s) as required.
- 2 Provide professional leadership for the Council, ensuring that sufficient resources are available to discharge the authority's statutory functions and other corporate priorities.
- 3 Through senior managers, ensure that the corporate vision is clearly communicated and understood throughout the organisation and ensure that all employees are managed, appraised, developed and motivated in accordance with the Council's employment policies and procedures.
- 3 Take overall responsibility for the Council's budget, ensuring it is effectively controlled within the cash limits available. Ensure that all services delivered or procured represent effective value for money and that opportunities for income maximisation are explored and monitored.

- 4 Be accountable for performance management, review, risk and governance. Ensure that effective systems are established for the management and monitoring of large scale projects and programmes, including the establishment of formal boards and companies as necessary.
- 5 Lead on and take responsibility for specific corporate themes and programmes as determined from time to time and coordinate Council wide initiatives and projects as necessary.
- 6 Maintain effective communications with both employees and partners/stakeholders and ensure that information about Council services and initiatives is effectively communicated.
- 7 Act as Returning Officer/Deputy Returning Officer at various elections.
- 8 Ensure equality of opportunity both within the Council and across all service provision, and promote community cohesion.
- 9 Understand and be responsible for compliance with Health and Safety regulations and the Council's Health and Safety Policy as it relates to the duties and responsibilities of the post.
- 10 To lead on and take ultimate responsibility for the Council's Business Continuity policy and Plans, Risk Management Framework and act as the Senior Information Risk Owner (SIRO).
- 10 These duties are neither exclusive or exhaustive and the post-holder will be required to undertake other duties and responsibilities which the Council may determine.

THE BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

PERSONAL SPECIFICATION

JOB TITLE	Chief Executive
DEPARTMENT	Chief Executive's Department
POST NUMBER	CE001

MAIN PURPOSE OF JOB

To head the Council's paid service, and act as the principal policy adviser to the Council.

KNOWLEDGE	- A degree or professional qualification with proven evidence of continuing personal and professional development.
	- Management qualification (equivalent to NVQ Level 7) desirable
	- A proven track record of achieving and managing organisational change both effectively and with sensitivity.
	- Sound knowledge of contemporary management techniques, including performance management, project management, risk management governance and objective setting.
	- Experience of strategic management and policy development at a senior level, gained within the public, private or voluntary sector, with demonstrable achievements.
	- Experience of formulating and ensuring delivery of strategic objectives, with demonstrable achievements across a range of service areas.
	- Thorough knowledge and understanding of the workings of local government and the major issues and challenges facing local authorities including financial pressures and the need to identify efficiency savings/maximise income.
	- Appreciation of the roles played by elected members within a local authority.
	- Ability to operate effectively within a political environment.
	- Sound understanding of Local Government Finance, including management of budgets and knowledge of funding opportunities.
SKILLS	- Ability to allocate and manage resources across a range of diverse functions to ensure optimum delivery of high quality, valued and cost effective services.
	- Well developed leadership skills with the ability to ensure that clear lines of accountability and responsibility exist throughout the organisation.
	- Ability to develop effective relationships across all sectors of the community, including the Borough's business community, voluntary and community groups and other statutory organisations.
	- Excellent communication and presentation skills, with flexibility to adopt differing styles suitable to a wide range of situations.
	- Ability to promote the local authority, its services and initiatives, to national and local bodies, the public and the media.
	- Excellent analytical and problem solving skills with the ability to ensure that the Council's major projects are delivered successfully.
	- A strategic thinker with the ability to learn quickly and develop new skills as necessary.
ATTITUDES	- Positive attitude to meeting the challenges currently facing local government.
	- Proactive approach to delivering the Council's corporate strategy.
	- Commitment to ensuring that teams work effectively to deliver corporate objectives.
	- Willingness/ability to learn from best management practices across all sectors of the economy.
	- Commitment to the Authority's civic role.

- Commitment to ensuring ongoing development of managers and employees at all levels within the organisation.
- Self confident with high levels of resilience a positive attitude to problem solving and an enquiring mind.
- A high degree of probity and integrity.
- Outgoing and approachable with a good sense of humour and the ability to foster harmonious relationships at all levels.
- Prepared to take an active role in the Council's functions outside normal office working hours (inc evenings/weekends).

ELMBRIDGE BOROUGH COUNCIL**JOB DESCRIPTION**

1. **TITLE:** CHIEF EXECUTIVE

2. **POST NUMBER:** CE1

3. **DIRECTORATE:** CHIEF EXECUTIVE'S

4. **LOCATION:** CIVIC CENTRE, HIGH STREET, ESHER, SURREY

5. **TO WHOM THE
POSTHOLDER IS
RESPONSIBLE:**

6. **BUDGETARY
RESPONSIBILITIES:** All Budgets

7. **THE MAIN PURPOSE OF THE JOB**

- To be responsible to the Council for the efficient and effective implementation of the Council's policies and for the overall management of the Council's business.
- To be the Head of Paid Service in accordance with section 4 of the Local Government and Housing Act 1989
- Take individual responsibility for the Council's corporate and strategic management.
- Provide leadership, vision and strategic direction in corporate policy development and delivering organisational change.
- Keep under review the efficient management and execution of the Council's policies and instructions.
- Communicate and promote the Council's vision, values and priorities.

8. CORPORATE RESPONSIBILITIES

- Lead the Corporate Management Board, in setting the vision and strategic direction of the Council.
- Work with the Corporate Management Board and relevant Cabinet Portfolio Holders to define and develop corporate objectives and strategies to meet them.
- Promote effective alliances with a wide range of partners and stakeholders in the public, private and voluntary sectors.
- Develop, promote and communicate the corporate vision and key developments to partners and stakeholders.
- Exercise functions on behalf of the Council and its Committees in accordance with the Council's scheme of Delegation of Functions to Officers.
- Ensure that the Mayor is provided with support and advice as appropriate to facilitate the proper conduct of civil duties.
- Examine and report on any formal complaint against the Council in respect of service provision and take action to protect the interests of the Council.
- Represent and negotiate with external bodies and networks on behalf of the Council.

9. ORGANISATIONAL RESPONSIBILITIES

- Lead and encourage cross boundary working so as to provide the most effective services possible for the Council's residents and partners, and ensure it plays a full part in national, regional and sub regional activities.
- Ensure the effective management of the Council.
- Contribute proactively to the production, maintenance and monitoring of key corporate documents, viz Community Strategy, Corporate Plan.
- Provide leadership to the Directors in their role to oversee, monitor, review and develop the performance of Heads of Services so as to ensure that there is a positive contribution to the organisation corporately consistent with its vision and key developments. Motivate teams by providing a personal example.
- Ensure the Council's resources are managed and deployed effectively.
- Seek to encourage staff development within the Council in order to maximise staff potential.
- Have overall responsibility for project co-ordination and for monitoring and reporting on the progress of the Council's capital programme and any other programmes as may be appropriate.
- Responsible for the effective overall management of the Council and its committee structure and procedural rules and to act as principal adviser at

meetings of the Council.

- Advise the Leader of the Council or where appropriate group leaders, on any matter relevant to the Council's functions.
- Plan for and take a lead role in the event of any emergency as required by the Council's Emergency Plan
- To have ultimate charge of all Council services in the event of civil or wartime emergencies.

No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time that are broadly consistent with those in this job description.

Standards of Conduct

The Council expects the highest standards of conduct from its employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal Opportunities

The Council has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

Health and Safety

The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Appraisal and Staff Development

The Council expects all staff to participate in its processes for appraisal and staff development. Those with a managerial responsibility must ensure that all staff within the section are appraised at least once a year, with a six monthly review.

Confidentiality

The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

JOB DESCRIPTION – CHIEF EXECUTIVE

Directorate:	Chief Executive's
Grade:	Chief Executive
Responsible to:	The Executive Board and Full Council
Responsible for:	The 'Paid Service'

PURPOSE OF JOB

To deliver the Council's key corporate and partnership priorities in line with the Vision for Leeds.

As the Head of Paid Service to ensure the effective strategic leadership of the Council's Corporate Leadership Team and be the Council's principal policy adviser in order to support the delivery of excellent services in accordance with Council policy, budgetary and statutory requirements.

To provide the overarching managerial framework to ensure effectiveness in service development and delivery and act as an advocate for the Council and the City at Local, Regional and National level.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. To act as the Council's principal adviser to the elected leadership of the Council on policy options and the forward planning of objectives, services and resources to deliver their ambitions for the city. Provide a clear sense of direction and purpose assisting them in the process of policy formulation to ensure that the Council's vision, priorities and core values are made a reality.
2. Champion a 'One Council' approach and provide leadership, direction and management of the Council's Officer Corporate Leadership Team to ensure the delivery of the Council's priorities and the provision of high quality, cost effective services based on community needs.
3. Further develop the Council's commitment to take a positive lead in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the Authority and its communities.
4. Represent and negotiate on behalf of the Council at local, regional, national and international levels, promoting inter-authority working across the city region and demonstrating flexibility and responsiveness to change.
5. To work closely with the Local Strategic Partnership, 'Leeds Initiative' and the family of partnerships to ensure the city achieves maximum benefit from partnership working.
6. Determine and implement appropriate performance management processes to monitor and review the overall effectiveness of the Authority through a 'One Council' approach, including the delivery of

the Council Business Plan and Leeds Strategic Plan.

7. Manage the interface between Elected Members and Senior Officers, maintaining the essential Member / Officer partnerships and processes, including promoting a positive and respectful relationship between Members and Officers.
8. Scrutinise and advise on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities and position the Council as a decisive and influential organisation.
9. To develop and sustain a positive and enabling organisational culture that puts at its heart the provision of high quality, value for money services and ensure that there is sufficient capacity within the organisation to deliver successfully against the Council's ambitions and priorities.
10. Provide strong visible leadership and direction to the Council's workforce to deliver Council and community priorities, maximising potential and developing a culture of accountability and empowerment.
11. To lead the efficient and effective implementation of key programmes and initiatives that are central to the achievement of the Council's objectives across all services and the effective deployment of the Authority's resources to those ends.
12. Ensure the effective co-ordination of bids and resources to promote the sustainable regeneration of the local economy, respond to the needs of the community and make a difference to people, society and the environment.
13. Ensure equality, diversity and cohesion principles are embedded across the Authority and across all service provision. Provide leadership around diversity issues, ensuring that the policies and services of the Council reflect the changing needs of all of our communities and workforce and that equality of opportunity is ensured and diversity celebrated.
14. To provide innovative solutions to challenges, bringing in expertise and best practice from elsewhere as appropriate.
15. Promote, develop and maintain good relationships with the media and public and ensure an effective communication strategy both internal and external to the organisation.
16. To ensure that the Council has appropriate governance and regulatory systems and controls in place and adhered to, which are modern, flexible, fit for purpose and proportionate.
17. Represent the Authority on formal occasions, undertaking the necessary Civic duties including support to the Mayoral Office.
18. All duties and responsibilities should be carried out in accordance with Council's Constitution, governance arrangements, policies and procedures.
19. To undertake any other related duties and responsibilities as they arise.



The Council expects all its employees to have a full commitment to the Council's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Authority.

Special Conditions:

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore you will be restricted from political activity.

This position is exempt under the Rehabilitation of Offenders Act 1974. This means you will have access to vulnerable groups such as young people, the elderly and children. Any offer of appointment will be subject to a satisfactory Enhanced / Standard Disclosure from the Criminal Records Bureau. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

DATE: November 2009

Job Description

1. Job Title	Chief Executive
Service	Harrogate Borough Council
Team	
Date Prepared/Revised By	April 2020
Post Accountable to	The Council via the Leader
Post directly responsible for employees	Harrogate Borough Council
2. Main Purpose	
<p>Responsible to the Council for the management of its 'Paid Service' and all the activities, processes and programmes, within its legal duties and powers.</p> <p>To lead the Corporate Management Team in the delivery of high quality services in accordance with policy, budget and statutory requirements and act as the principal policy adviser.</p> <p>To lead and develop corporate strategy, policy and organisational culture across the Council.</p> <p>To ensure strong leadership and direction, working with partner agencies, to enable the development of sustainable communities and be an ambassador for the Council.</p>	
4. Main Accountabilities	
<ol style="list-style-type: none"> 1. Responsible for the overall corporate management of the Council's staff and its services. 2. Work in partnership with Elected Members, providing a clear sense of direction and assisting in determining corporate culture through the effective formulation of policies, strategies and allocation of resources (human and financial) to meet the Council's vision, goals, core values and objectives. 3. Acts as advocate and an ambassador for the Council and ensure it is fully engaged with its stakeholders and partners. 4. Act as strategic and constitutional advisor to the Harrogate Convention Centre in the development of a conference and exhibition business. 5. Provide effective, impartial advice and guidance to the Council, its members and Committees on all matters appertaining to their duties and offices in accordance with its consultation. 6. Provide visible leadership to the organisation and represent its ethics, values and concerns with particular emphasis on high standards of customer care within the Council, services and activities. 7. Lead the Corporate Management Team in the strategic development of corporate policy to meet the Council's objectives. 8. Lead to inspire, motivate and develop the council's workforce to ensure sense of ownership of the Council's aims and objectives. 	

9. Seek and maximise appropriate opportunities for beneficial external funding and to develop such partnerships as will assist in the delivery of the Council's strategies and initiatives.
10. Develop and maintain a culture of collaborative and consultative working between services, members and external partners to maximise efficiency and effectiveness.
11. Promote the council's commitment to valuing diversity reflecting the diversity of the borough in the Council's employment and service delivery practices and ensure the development and implementation of effective policies.
12. Motivate and develop the workforce to attract a high calibre workforce.
13. Ensure the structure of the Council is fit for purpose.
14. Ensure the effective governance of the Council.
15. Ensure the Council is aware of and responds to impending legislation.
16. Act as Electoral Registration Officer and Returning Officer and to ensure proper conduct of local, parliamentary and European elections.

Corporate and Service Strategies and Planning

Working with the Leader of the Council and elected members to develop and implement the vision and values, corporate and service strategies; the development of policies and plans; ensure that these are communicated effectively and implemented to meet stated objectives and core values.

5. Standard Accountability Statements

Health and Safety:

You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy. Your safety responsibilities are shown on the Health, Safety Responsibilities (HSR) for your post.

Equality and Diversity: The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.

Learning and Personal Development: The post holder has a personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.

Safeguarding Policy and Procedures

The post holder will adhere to all the Council's Safeguarding Policy and Procedures.



CHICHESTER DISTRICT COUNCIL

CHIEF EXECUTIVE

Job Description

Job Purpose

- To provide leadership, creative vision and strategic direction to the Council.
- To lead, inspire and manage the Council's staff.
- To carry out the statutory role of Head of Paid Service.

In particular to:

- Provide the leadership to deliver the Council's vision and strategic priorities, maintaining and improving on the Council's current achievements and quality of service.
- Understand the District is a very special place to its population, and protect this.
- Know how to successfully work with and support diverse communities.
- Understand the economic needs of the District and how these can be developed to retain and create new employment opportunities.
- Challenge and develop the management structure, to further enhance the efficiency and cost effectiveness of the services delivered.
- Ensure that services are delivered within budget constraints and that the Council's reputation for sound economic management is retained and enhanced.
- Build upon the strong relationships created with existing and potential partners in both the public and private sector.
- Be able to give sound and reliable guidance to councillors in a sensible, politically realistic and unbiased way and to speak clearly in all communications.

Person Specification

Qualifications/Professional Development

- Degree or equivalent level education

Knowledge and Experience

- A track record of providing strong and creative leadership within a complex organisation.
- Experience of successful financial management and budget planning.
- Record shows a high degree of political sensitivity and understanding of local government.
- Experience of working with the media and other opinion formers and managing an organisation's reputation.
- Proven and significant financial and commercial awareness demonstrating effective strategic and financial planning. Proven ability to manage risk.

Special Skills / Aptitudes

- Ability to understand complex scenarios and provide effective and creative solutions.
- Ability to lead, delegate and empower employees and develop a positive and supportive organisational culture.
- Highly developed networking, influencing and communication skills that are articulate and persuasive in a variety of contexts and situations.
- The ability to manage the pace of change appropriately in all circumstances, taking into account the culture and track record of the Council.

Personal Qualities

- An inspirational and motivational leader with political sensitivity, honesty, integrity and probity.
- Exceptional interpersonal and communication skills to inspire empathy and trust at all levels.
- Demonstrable understanding of and commitment to local democracy and delivery of efficient and cost effective public services.
- Capacity to cope with public scrutiny.

Person Specification

Job Title	Chief Executive	Req No	
Prepared by		Date	01/04/2020
Essential Criteria – Vital requirements for the post holder			
<u>Qualifications/training:</u>			
Professional qualification in a relevant discipline or equivalent			
Academic qualifications up to degree level or equivalent			
Evidence of continuous professional and management development			
<u>Experience & Knowledge:</u>			
A successful record of leadership at a senior strategic level within an organisation of comparable scope, size and complexity (public or private sector)			
A proven record of achievement and decision making, strategy and policy formulation of a diverse range of services at a senior strategic level			
Leading major organisational and cultural change through inception to delivery			
Evidence of improving performance delivering positive outcomes and establishing and maintaining a strong performance culture			
Successful track record of effective partnership working and networking with key stakeholders e.g. residents, voluntary sector, business communities, government and public agencies.			
Knowledge of strategic and corporate management			
Knowledge of major legislative and other issues facing local government, a particular focus on the effective delivery of services at a time of change			
Evidence of Strategic vision, leadership and management			
<u>Skills, Abilities & Personal Qualifications</u>			
The ability to maintain a strategic overview			
Effective communication and negotiation skills and an ability to influence outcomes through effective reasoning and persuasion			
Outstanding interpersonal skills to operate with sensitivity engaging staff members and partners/stakeholders			
Motivational, empowering leader with high level of determination and resilience			
Sound financial management skills and commercial awareness			
The ability to analyse situations and make decisions based on risk			
A personal credibility that promotes and enhances the organisation's reputation			
Sound political judgement and political sensitivity locally, regionally and nationally			
Strong analytical skills, ability to focus, co-ordinate and implement effective corporate strategies that deliver results			
Ethics, values and personal qualifications consistent with the values and culture of the Council			
Ability to gain the confidence of elected members, colleagues and partners			
Demonstrates highest standards of personal integrity and respect for others			
The ability to cope with the duties and responsibilities of the post and the associated working			
Desirable Criteria – Additional requirements relevant to the post			
Recognised management qualification e.g. MBA			
Led and delivered a range of high level projects to the benefit of local communities			
Knowledge and understanding of local government service			
Management of substantial financial/human resources in a complex organisation			
A detailed understanding of the public sector at local regional and national political context including the modernisation agenda			
Legal duties and responsibilities of the Council Knowledge of CPA, Gershon, local area agreements			
Worked as part of a Corporate Management Team			
Experience of running elections			
Experience of working with 'arms length' organisations			
An understanding of the operation of how a conference and exhibition business operates at a commercial and strategic level			
An entrepreneurial approach to problem solving with the ability to balance risk			

WYCOMBE DISTRICT COUNCIL

JOB DESCRIPTION

DESIGNATION: CHIEF EXECUTIVE

POST NUMBER: AAA01

POST GRADE: CE

DATE: MARCH 2005

JOB PURPOSE

The overall leadership, development and management of the Council to achieve its agreed vision and priorities within agreed resources.

To be the Council's Head of Paid Service

To deliver excellent services to the people of Wycombe District in line with the Council's vision, values, resources and strategic priorities.

To advise the Council, Committees and Members of the Council on matters relating to Council functions, policies and services.

To work with and advise the Leader of the Council, Deputy Leader of the Council and Cabinet on matters relating to the development and delivery of strategic priorities & objectives, services, performance and all matters relating to Council functions.

To set and maintain the highest standards of conduct and probity for the Council.

RESPONSIBLE TO:

The Chief Executive is responsible to the Leader of the Council, Deputy Leader of the Council and Cabinet for executive functions and the Chairman of the Council, the Council and its Committees for non executive functions.

The Chairman of the Council, Leader of the Council, Deputy Leader of the Council and one opposition Group Leader are responsible for the performance management and review of the Chief Executive's performance (and in line with Council policies and the conditions of service of the Joint Negotiating Committee for Chief Executive's of Local Authorities).

RESPONSIBLE FOR:

Corporate Directors and leading the Strategic Directors Board

The direction and management of Council officers and resources

Ensuring the development of Council policies and strategies.

KEY ACCOUNTABILITIES

Leadership

To communicate the vision, values and strategic priorities of the Council so that employees are engaged and motivated to deliver the Council's strategic and service priorities & objectives.

To lead and motivate Corporate Directors to deliver efficient and effective public services in line with the wider Government agenda, including setting annual performance targets in consultation with appropriate Cabinet Members.

To lead, direct and work with Corporate Directors and Heads of Service to ensure a consistent approach to the management of Council services and management of change.

Member Relations

To work closely with the Leader of the Council and Cabinet to define and clarify the vision, values and strategic priorities of the Council.

To develop and maintain effective working relationships with Elected Members so that they are well informed and involved.

Corporate Governance

To act as principal adviser to the Members, Cabinet and Committees of the Council to ensure that policies are determined in a way consistent with the effective, financially prudent and legal authority of the Council and within the principles of sound governance.

Strategic Planning

To ensure that the Council places its customers at the heart of its thinking and actions.

To work with Members and in partnership with local strategic partnership to develop and implement the Community Plan.

To develop and implement the Council's Service Improvement Plan in line with Council's vision, values, resources and strategic priorities and objectives.

To oversee the Council's Strategic Financial Budget securing resources to achieve strategic and service objectives within agreed Council Tax levels and financial parameters.

Performance Management

To ensure the efficient and effective management of the Council's resources to achieve strategic and service objectives within agreed resources.

To evaluate, review and report on the performance of Council services and the delivery of strategic priorities and objectives.

People Management

To ensure the development and implementation of people management policies and practices to enable the Council to recruit, develop and motivate people to achieve strategic and service objectives.

To establish an organisational culture that provides opportunities for staff development and encourages personal development, encourages and rewards high performance, provides managers with flexibility to meet their service needs within a common framework, promotes equal opportunities and fair treatment for all, promotes the Council's core values and provides excellent services valued by Members, managers, officers, partners and customers.

To establish an organisational culture that delivers through team work.

Organisational Development

To organise and deploy resources to achieve strategic and service priorities and to: -

- To provide greater customer focus and joined-up delivery to customers through the use of e-commerce-type technology
- To enhance the services delivered to customers and to improve customer perception of the Council
- To meet national eGovernment targets for electronically deliverable services
- Become a more efficient and cost effective organisation.
- To deliver strategic and service objectives within agreed resources

To review and change the Corporate Directors portfolio of functions in response to the needs of the Council.

To develop and implement continuous improvements in the effectiveness and efficiency of business processes across the Council.

Community Leadership

To ensure that the Council develops effective relationships with public and private sector organisations.

To work with Members of the Council to ensure that the local community is consulted and engaged in the work of the Council and the issues facing the District.

To ensure that the needs of the local community are identified in the development of policies and services.

External Relations

To develop and maintain effective relationships with key partners and stakeholders in order to deliver excellent services for the people of Wycombe District.

Other Duties

The nature and responsibilities of this post may change and develop in accordance with the development of the Council's strategic vision, priorities and targets over time.

To undertake any other duties commensurate with the level and expectation of this post.

Equal Opportunities

To comply with and actively support the Council's equal opportunities policy and to ensure practices are consistently applied throughout the Council in employment and service delivery.

Health & Safety at Work

To have due regard to the responsibilities and duties set out in the Council's Health & Safety Policy in respect to personal and other peoples health, safety & welfare.

PERSON SPECIFICATION

EXPERIENCE

- Significant experience of leading all or part of a diverse organisation (preferably with significant experience within the public sector and local government) including advising elected Members on policy and strategy.
- A proven track record of successful strategic leadership and the management and development of senior staff, including the establishment of a positive performance culture, that has delivered effective performance and continuous service improvement.
- A proven track record of successful corporate management and the development of corporate objectives, policies and strategies.
- Evidence of successful development and implementation of strategies, policies and performance management systems that deliver high quality, customer focused services and translate organisational ambitions into real achievements.
- Evidence of successful leadership and the delivery of major corporate, high profile and cross-boundary projects in challenging circumstances.
- A record of success in creating equality in service.
- Experience of developing a wider community leadership role

QUALIFICATIONS

- Degree level qualification
- Membership of a professional body
- Post graduate management qualification (e.g. MBA)
- Evidence of continued professional development

ABILITY, SKILLS & KNOWLEDGE

- Ability to develop, communicate, persuade and gain ownership for a new clear vision and direction.
- Ability to think, plan and act strategically and corporately, with a creative approach to problem solving and delivery in demanding circumstances and with competing priorities.
- Ability to analyse complex problems. Highly numerate and literate.
- A clear understanding and knowledge of the working of local government including its legal, financial, social and political context.
- Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences.
- Ability to communicate a compelling vision of what is to be achieved and how it is to be achieved
- Ability to lead, motivate and challenge others to achieve high performance.
- Ability to instil confidence and inspire others.
- Ability to build positive relationships, to influence and persuade others.
- Ability to build partnerships and productive working relationships with others (internal & external)

OTHER

- Willingness to act flexibly, corporately and collaboratively
- An enthusiastic ambassador for the Council, its stakeholders and partners.
- Personal and professional credibility which will command the respect and confidence of Members, senior managers, staff, external partners and other stakeholders.
- A strategic thinker with a creative and innovative approach.
- A strong and effective leader, who leads by example and is an effective communicator, determined, positive and approachable.
- A robust individual, resilient enough to cope with the demands of the role.
- Highest standards of conduct and probity.

CHANGE MANAGEMENT LEADERSHIP QUALITIES

Change catalyst	<ul style="list-style-type: none"> • Ability and willingness to initiate and manage change • Acting to support the change process • To personally lead and champion change • Ability to take others with you
Inspirational leadership	<ul style="list-style-type: none"> • Leads by example and inspires others • Stimulates enthusiasm in others • Communicates a compelling vision
Initiative	<ul style="list-style-type: none"> • Finds ways to achieve goals and overcomes identified obstacles • Acts in the positive • Initiates actions to achieve goals • Makes extra effort to pursue goals to a successful conclusion
Transparency & openness	<ul style="list-style-type: none"> • Acting and being seen to act in the positive • Keeps promises • Raises genuine concerns and issues and provides solutions to achieve goals
Team work & collaboration	<ul style="list-style-type: none"> • Works towards shared objectives • Cooperates with others • Creates group synergies and pursues agreed goals • Solicits input from others
Adaptability	<ul style="list-style-type: none"> • Flexibility in managing change • Open to new ideas • Ability and willingness to change strategies in the light of new or changed situations and demands.
Managing change personally	<ul style="list-style-type: none"> • Keeps disruptive emotions in check • Remains composed and positive in challenging situations • Keeps a sense of proportion in stressful situations
Empathy	<ul style="list-style-type: none"> • Understands and takes an interest in the perspective of other stakeholders and helps them to achieve their goals.

Job title

Chief Executive

Directorate

Chief Executive

Salary

c. £105,000

Section

Chief Executive

Post number

127001

Location

Any of the Council's offices in the District as required.

Hours

Full time

Purpose of job

As the Chief Executive and Head of Paid Service:

- To be responsible for leading, managing and directing the Corporate Management Team and all employees of the Council in the implementation of Council Policy and the management of Council functions
- To work closely with the Cabinet in fulfilling the Council's Executive function and with both the Leader and all Members of the Council in preparing, developing, delivering and reviewing policy and strategic direction
- To ensure co-ordinated, cost effective and high quality provision of services that are responsive to local needs and circumstances
- To ensure that the Council influences key partners and stakeholders to fulfil its leadership role.

Reporting relationships to other posts

Leader and Cabinet

Main duties and responsibilities

Council governance

1. To ensure, in consultation with the relevant statutory officers, that legal, financial, procedural and other provisions governing the affairs of the Council are properly observed and that the best interests of the Council as a whole are protected at all times

2. To give due weight and consideration to the policy direction and advice to the Leader, providing guidance as necessary in order to ensure the effective corporate governance, management of Council functions and implementation of Cabinet and Council decisions
3. To provide advice, assistance and support to the Leader of the Council in fulfilling his/her responsibilities, including representing and promoting the Council, and the District as a whole, on external bodies, within partnership arrangements and through public and media relations
4. To work closely with Group Leaders in relation to policy development, budget formulation and strategy and all other relevant administrative matters
5. To provide support, advice and guidance to all Members of the Council on matters of community leadership and governance.

Corporate management

1. To provide a strategic focus to the organisation, planning for and anticipating change, identifying resource implications and advising the Leader and the Council accordingly
2. To lead, manage and direct the Corporate Management Team in providing support to the Cabinet and Council in the formulation, development and review of Council policy and strategy
3. To provide and promote the highest standards of leadership, management and employee relations throughout the organisation and develop positive and mutually respectful relationships between officers and elected members
4. To exercise authority over Corporate Directors and other employees as required in order to ensure the achievement of the Council's objectives, including the development and operation of an effective framework of delegated decision making
5. To ensure the timely identification of corporate and other 'cross service' issues affecting the Council's activities and/or objectives and the development of appropriate responses
6. To have overall responsibility for the effective and efficient management of Council functions and the implementation of Cabinet and Council decisions, ensuring high levels of performance across the Council within the context of the priorities of the Council and the relevant external inspection and assessment regimes
7. To ensure that the principles of equality of opportunity are fully integrated and actively pursued within all areas of the Council's service provision and employment policies, practices and procedures
8. To ensure that adequate resources and transparent and rigorous mechanisms are in operation in order to fulfil statutory functions and an effective overview and scrutiny processes with regard to both decision making processes and policy development
9. To be responsible for the appointment, development, performance appraisal and disciplinary action (up to and including dismissal) of Corporate Directors, and all other officers within a delegated framework
10. To take responsibility for Emergency Planning arrangements

11. To ensure effective communication, internally and externally, in order to promote high levels of awareness and understanding of the aims, objectives, priorities and values of the Council and its achievements in delivering services to and developing its communities.

Health and safety statement

As an employee you must comply with the requirements of the Health and Safety at Work Act 1974 and affiliated regulations. You are also required to comply with the Council's Health and Safety Policies and take reasonable care for the health and safety of yourself and of other.

Special conditions of the post

- This post is politically restricted.
- There will be a requirement for regular evening and weekend working.
- On call out register in Emergency Plan.
- Attendance at conferences and courses including weekends as necessary.

Person specification

Essential criteria - educational standards	Assessed by application form	Assessed by interview panel	Assessed by other means
Successful track record of achievement in delivering change and improvement in a multifunction organisation	✓	✓	✓
Educated to degree level or equivalent	✓	✗	✗
Evidence of continuing personal and professional development	✓	✗	✗

Essential criteria - experience	Assessed by application form	Assessed by interview panel	Assessed by other means
Extensive leadership and senior management experience and achievements in a complex organisation such as a Local Authority	✓	✓	✓
Substantial achievements in leading in the following areas; <ul style="list-style-type: none"> • value for money 	✓	✓	✓

- motivation and leadership of complex organisations
- complex partnership working
- corporate performance and service improvement
- major regeneration/development projects

Essential criteria - skills, abilities and knowledge	Assessed by application form	Assessed by interview panel	Assessed by other means
Ability to think strategically and deliver corporately	✓	✓	✓
Change orientated with a through understanding of the challenges facing Local Government and the vision to respond creatively	✓	✓	✓
Creative and innovative approach to problem solving	✓	✓	✓
Evidence of significant ability in performance improvement and management	✓	✓	✓
Understanding and experience of successful management of risk	✓	✓	✓
Ability to lead, motivate and inspire a diverse range of senior/professional employees	✓	✓	✓
Excellent communicator at all levels with a good understanding of public and customer relations	✓	✓	✓
Highly developed persuasion and influencing skills	✓	✓	✓
Understanding and experience of political processes and ability to positively manage a political environment	✓	✓	✓
Effective delegator and team leader	✓	✓	✓

Essential criteria - personal qualities	Assessed by application form	Assessed by interview panel	Assessed by other means
Appetite to personally manage high volumes of work, effectively prioritise and deliver on target	✓	✓	✓
Ability to success adapt to changing circumstances with the capacity to respond positively to uncertainty	✓	✓	✓
Committed and able to actively promote the Council and to influence in all circles on its behalf	✓	✓	✓
Solution focussed – particularly in relation to complex partnership working	✓	✓	✓
Decision maker and able to challenge and make ‘tough’ decisions when required	✓	✓	✓
Proactive style – able to foresee consequences of action and implement risk minimisation	✓	✓	✓
High levels of personal commitment and drive/innovation	✓	✓	✓
Ability to think laterally, strategically and ‘outside the box’	✓	✓	✓

CHIEF EXECUTIVE RECRUITMENT COMMITTEE**8 Contingency Arrangements****02 December 2021****Report of the Head of HR****PURPOSE OF REPORT**

To propose and agree the contingency arrangements for the transitional period between Chief Executives

This report is to be considered in public

RECOMMENDATIONS**(1) That the Chief Executive Recruitment Committee:**

- **Consider the options presented;**
- **Consider whether any other options may be viable and remove any options considered to be unacceptable;**
- **Rank the identified options in preference order;**
- **Delegate their implementation to the Chair of the CERC in conjunction with the Head of HR**

1.0 Introduction

- 1.1 The selection of a Chief Executive is an important strategic undertaking. The Chief Executive performs the role of Head of Paid Service for the Authority and we are legally and Constitutionally required to have a Head of Paid Service identified at all times. (This includes any absence, not just when there is a vacancy).
- 1.2 The current situation is that our Head Of Paid Service will leave the Authority on 31st March and will have leave to take in advance of that date.
- 1.3 The recruitment approach discussed in Agenda Item 7 and the notice periods of likely candidates mean that there is the potential for the successfully appointed candidate to not be available by 1st April, leaving a gap.
- 1.4 It is prudent to put in place Contingency arrangements for this, so they can be enacted should a gap be likely.
- 1.5 A range of Contingencies are proposed below in no particular order. Members are requested to consider these, suggest any further ones that the Committee can agree on, remove any unacceptable ones, and place them in rank order. The Chair of the Committee and Head of HR will then implement the best available contingency.

Rank Order	Contingency	Advantages	Disadvantages
	Appoint an external Interim	Provides additional capacity. Introduces new perspectives. Clear distinction between Head of Paid Service There is a known pool of Interim Chief Execs so likely to be straightforward to identify an available candidate (with sufficient notice).	This process would need to start in parallel with recruitment. A further set of selection processes will be required. Costs of interims tend to be considerably higher than permanent employees and are paid on a day rate likely to be around double the salary.
	Invite expressions of interest from Directors	Familiarity with Authority and context. Least cost option Would provide development opportunities for Director and for Heads of Service to backfill director. Could be net cheaper than the Chief Executive salary, due to backfill cascade of existing employees so could mitigate the cost impact of the recruitment process.	Would be some costs associated with bridging the gap. Would not increase the capacity available to run the authority. We would need to run a transparent selection process. Would not bring a new or different strategic perspective.
	Approach neighbouring authorities to find out if they would be willing to take on interim shared leadership	Experienced person familiar with context. Relatively cheaper than an external interim	There are potential constitutional issues to be navigated for potential conflicts of interest. Costs would be incurred in terms of share of salary. Would only get a part time resource.
	Other Option 1		
	Other Option 2		

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

LEGAL IMPLICATIONS

HR and legal advice will be available throughout the recruitment process to ensure that legal requirements relating to employment are complied with.

FINANCIAL IMPLICATIONS

The revenue budget includes £30,000 in the current financial year for the recruitment of a new Chief Executive. This amount is funded from the Corporate Priorities Reserve slipped from 2020/21 as the current arrangements were extended.

Whilst the final costs will depend on choices made by the Committee in consideration of Item 7 of this Agenda, it is expected that this amount is sufficient to cover the direct recruitment costs.

With regard to contingency arrangements, these costs will vary depending on which are deployed. For example, an acting up arrangement will result in a net saving as the existing salary would likely displace the cost. An interim is likely to have a higher day rate than our existing salary provision, which could potentially lead to an overspend.

OTHER RESOURCE IMPLICATIONS**Human Resources:**

The recruitment process will be handled in line with Council Policy and Procedures, and all legislative requirements. The HR Matters are also set out in the body of the report.

Information Services; Property; Open Spaces: None.

SECTION 151 OFFICER'S COMMENTS

As this is a Statutory Officer post it is essential that provision is made to ensure continuation of those duties. Members will need to ensure that the interim arrangements being proposed will ensure CEO responsibilities continue to be undertaken in accordance with statutory requirements.

MONITORING OFFICER'S COMMENTS

Section 4 of the Local Government and Housing Act 1989 places a duty on each Council to designate one of their officers as the Head of Paid Service and to provide that officer with such staff, accommodation and other resources as are, in his/her opinion, sufficient to allow his/her duties under this section to be performed. Section 7(2) of the Local Government and Housing Act 1989 requires that the council ensure that the appointment of the Chief Executive/Head of Paid Service is made on merit.

One of the options is to share a Chief Executive with another authority on an interim basis. In accordance with Section 113 of the Local Government Act 1972 a local authority can enter

into an agreement with another local authority to place its officers at the disposal of the other authority. Officers subject to sharing arrangements are able to take binding decisions on behalf of the body at whose disposal they are placed, although they remain an employee of their original authority for employment and superannuation purposes.

Local Authorities (Functions and Responsibilities) (England) Regulations 2000 require that the appointment of the Head of Paid Service shall not be a function of the Executive and therefore this is a Full Council function.

Full Council has delegated any interim arrangements for the Chief Executive that may be necessary to the Chief Executive Recruitment Committee.

BACKGROUND PAPERS

Chief Executive sample job descriptions pack
Briefing note on Chief Executive Remuneration.

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